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17 August 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Meetings of the Steering Group of  
the CIA Career Service Board

Meeting of 13 July 1953

Present: Kirkpatrick, Baird, [REDACTED]

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1. The Chairman of the Professional Selection Panel appeared before the Steering Group and presented a review of the Panel's Case No. 49 in which the decision of the Panel had been appealed by the Deputy Director (Intelligence). The Steering Group agreed that the individual concerned should be permitted to continue his trial-service employment with the Agency, but that he should be given careful indoctrination and attention by his supervisors until his case is again reviewed by the Panel prior to the expiration of his trial-service period.
2. At the request of the DD/P member, a proposed use of a Rotation Loan Slot was returned to DD/P without action.
3. The Steering Group discussed and accomplished changes in the original list of Executive Positions which serves as the basis for the Executive Inventory, and re-affirmed procedures for developing the Executive Inventory. It also agreed to hold special meetings for incumbents of Executive Positions to acquaint them first hand with the procedures.
4. It was agreed that the Personnel Director should be asked to attend the meetings of the CIA Career Service Board.
5. The DD/A member reviewed for the Steering Group the measures which have been established within the DD/A complex to determine the suitability of applicants for employment with the Agency. These procedures were approved by the Steering Group, and its Chairman indicated that the Professional Selection Panel would no longer be concerned with the suitability of applicants.

Meetings of 23 July 1953 and 27 July 1953

Two special meetings were held on 23 and 27 July 1953. The purpose of these meetings was to permit the Chairman, CIA Career Service Board, to provide incumbents of Executive Positions with information concerning the objectives and methods for establishing the CIA Executive Inventory.

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Meeting of 10 August 1953

Present: Kirkpatrick, [REDACTED]  
Sheldon, [REDACTED] (Reporter)

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1. The Chairman announced the establishment of a panel of women to examine the career advancement problems of professional and non-professional women throughout the Agency. Miss [REDACTED] of the Office of Training is Chairman of the Panel. Mr. Kirkpatrick indicated that the Panel requires detailed personnel statistics in order to accomplish its mission. It was agreed by the Steering Group that the Personnel Office would provide the Panel with these statistics, but that the members of the Panel would be cautioned concerning the dissemination of information contained therein.

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2. The Steering Group agreed as to the desirability of establishing Agency-wide standard criteria with respect to promotions, including time-in-grade requirements. The representative of the Personnel Office was requested to prepare proposed regulations with respect to promotion policy. The representative of the Office of Training was requested to submit proposals concerning the problem of promoting people while in training status.

3. The Chairman indicated a general concern with respect to the low morale evidenced by Junior Officers and Junior Officer Trainees and indicated that he may establish a panel of such officers to review the problems which contributed to their low morale.

4. The Steering Group discussed a memorandum from the Chairman, Professional Selection Panel, entitled "Proposed Selection Procedure," dated 5 August 1953, with two papers attached. The proposals of the Panel were approved in principle with the following exceptions:

a. Provisions should be made for a special Panel of Examiners to examine trial-service employees who, during their trial-service periods, are in extended training status or are assigned overseas.

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b. [REDACTED] indicated that the Acting DD/A questioned the use of Panels of Examiners because of the possible lack of uniformity among different review groups. Discussion indicated that Colonel White's queries could probably be

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c. It should be emphasized that Office Career Service Boards must review all available information from all Agency sources which bear on the cases of selection for Career Service which they consider.

It was agreed to place the subject on the agenda for the CIA Career Service Board's next meeting in the event that some member of that Board wishes to discuss it in full session.

5. The Chairman announced that a foundation may be established to assist CIA personnel who experience personal hardships for reasons beyond their control.

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